

Handbook for Outgoing Students

(Study mobility)

Contents

Timeline for Outgoing exchange students	4
Chapter 1 – Student mobility at UAL: where, who, when?	7
1. Where can I go? UAL’s partners.....	7
2. Who can go? Eligibility	8
1. When can I go? Periods of exchange	8
1.1. Comparative academic calendars	8
1.2. Periods of mobility by College.....	8
Chapter 2 - The application process	9
1. Find out the opportunities offered to you	9
2. Apply to UAL	9
2.1. Complete a UAL Exchange Application Form online.....	9
2.2. UAL selection.....	11
3. Apply to the host university.....	12
4. Erasmus exchanges: Erasmus grant application and Learning Agreement	12
5. Non-Erasmus exchanges: Learning Agreement	13
6. Enrol at UAL before your departure	14
Chapter 3 - Useful information to prepare your stay	14
1. Find out about the country you will be staying in.....	14
2. Accommodation.....	14
3. Language skills	15
4. Passport and visa.....	15
5. Insurance, Health and Safety	15
6. Possible academic work required for UAL while away.....	17
7. Keeping a blog.....	18
8. Enjoy your classes and your stay!	18
Chapter 4 - Important documents during and after your stay	19
1. The Certificate of Arrival.....	19

2. The Learning Agreement	19
3. The Certificate of Attendance	20
4. The Transcript of Records	20
5. The compulsory Erasmus feedback survey	20
Chapter 5 - Finance.....	21
1. Tuition fees and other fees	21
2. Erasmus grants.....	21
2.1. Erasmus grant.....	22
Types of student mobility grants	22
1.1.1 Main Erasmus Grant.....	22
1.1.2 Supplement	22
2.2. When will I be paid?.....	23
1.1. How are payments made?	23
1.2. What happens if I cancel my study mobility or return early?	24
Chapter 6 - Contacts and help	24
Annexes.....	25
Annex 1 - Keeping a blog.....	25
Annex 2 - Blogs Archive	31
Annex 3 – Documents to download.....	36

The value of an international exchange experience goes far beyond grades and grants. No one ever regrets the decision to study abroad.

"Erasmus+ programme aims to modernise and improve higher education across Europe and the rest of the world. It gives students and staff opportunities to develop their skills and boost their employment prospects.

The principles of an exchange:

- You can only study at a partner university which UAL has signed an exchange agreement with.
- It can be a European partner university (entitling you to an Erasmus grant) or a non-European partner university (no grant).
- You will be enrolled at UAL but will take courses at a partner university during the period of your mobility.
- The academic credit you will earn while studying abroad with one of our partner institutions will be fully transferable to your degree course at UAL.

Students wishing to apply for an exchange will need to:

- Discuss with the designated academics for their course, look at the agreements in place and seek information about institutions they are interested in.
- Prepare their application to UAL very carefully.
- If selected by UAL, apply to the host institution following its processes and requirements.
- Consider financial implications and apply for an Erasmus grant (in case of an Erasmus exchange).
- During and after their stay, complete all required documents.
- Enjoy their experience!

You might think that the process appears lengthy and complicated but you will get support along the way. You will be rewarded by an incredibly rich and unforgettable experience!

You might think that the process appears lengthy and complicated but you will get support along the way. You will be rewarded by an incredibly rich and unforgettable experience!

Timeline for Outgoing exchange students

APPLY	When	Your contact at UAL	Links
Get informed. <ul style="list-style-type: none"> - UAL website, Moveon, Moveonnet - Partner universities' websites - Information sessions 	As soon as possible	UAL Mobility Manager: internationalmobility@arts.ac.uk College International Office	World map of partners Table of exchange opportunities Moveonnet UAL Website
Discuss with the designated academic for your course (e.g. Course leader) or College Coordinator.		College Coordinator Course leader/Programme director	
Complete the UAL online Exchange Application . The application includes: <ul style="list-style-type: none"> - Personal statement - Curriculum vitae - Transcript of Records - Portfolio if required - Language test results if required - ID photo 	See Table of exchange opportunities	College Coordinator for help to fill in the file.	Online Application for Outgoing UAL Students Table of exchange opportunities
UAL Selection results	Within 4 weeks		
Send letter of acceptance to internationalmobility@arts.ac.uk	Within a week	UAL Mobility Manager: internationalmobility@arts.ac.uk	
Formal Application to host university: Check procedures on host university's website	Check deadline on university's website		Host university's website
Host University selection results			
<u>For Erasmus exchanges</u> Complete the online Erasmus Grant Application (the link will be sent to the selected students only) , including: <ul style="list-style-type: none"> - Learning Agreement for Erasmus Studies(signed by 3 parties) 	At least 2 weeks prior to departure	UAL Mobility Manager: internationalmobility@arts.ac.uk	Online Erasmus Grant Application Learning Agreement for Erasmus Studies

<u>For non-Erasmus exchanges</u> Send your signed “Non-Erasmus Learning Agreement” to internationalmobility@arts.ac.uk	At least 2 weeks prior to departure	UAL Mobility Manager: internationalmobility@arts.ac.uk	Non-Erasmus Learning Agreement
BEFORE DEPARTURE	When	Your contact at UAL	Links
Apply for accommodation in the host country: Contact the host university's International/Erasmus Coordinator	Check deadline on university's website		Host university's website
Improve your language skills		Language Centre	UAL Language Centre (evening courses)
Find out about the country you'll stay in			ArrivalGuides.com www.gov.uk http://www.gov.uk/foreign-travel-advice https://www.gov.uk/how-to-deal-with-a-crisis-overseas
Check your passport and visa	As soon as possible	UAL Mobility Manager: internationalmobility@arts.ac.uk	
Check your insurance and health	As soon as possible	UAL Mobility Manager: internationalmobility@arts.ac.uk	http://www.umal.co.uk/umal/travel/
Check your finances	As soon as possible		
Enrol at UAL	Before you depart	Course administrator	
DURING YOUR STAY	When	Your contact at UAL	Links
Ask your host institution to sign your Certificate of Arrival (UAL's template)	Within 2 weeks of arrival	Send the signed certificate to internationalmobility@arts.ac.uk	Certificate of Arrival
Ask your host institution to sign your changes to the original Learning Agreement and send a copy to UAL	Within 5 weeks of arrival	Send the signed LA to internationalmobility@arts.ac.uk	Learning Agreement for Erasmus Studies Non-Erasmus Learning Agreement

For Erasmus exchanges: Check that you have received your first grant instalment	Within 30 days after you sign the Erasmus+ Grant Agreement	Erasmus Grants Administrator: erasmusfinance@arts.ac.uk	
Ask your host institution to sign your Certificate of Attendance at the end	Within 2 weeks of departure	Send the signed certificate to internationalmobility@arts.ac.uk	Certificate of Attendance
AFTER YOU COME BACK	When	Your contact at UAL (see contact details above)	Links
Fill in the Erasmus feedback survey	Within two weeks of departure	UAL Mobility Manager: internationalmobility@arts.ac.uk	The link will be sent to the students by email at the end of their mobility
For Erasmus exchanges: Check that you have received your final grant instalment	Within 45 days after we receive all required documents	Erasmus Finance Administrator: erasmusfinance@arts.ac.uk	

1. Where can I go? UAL's partners

Before the exchange begins, an Inter-institutional Agreement for student exchanges must be in place between UAL and the other institution. **Students can only apply for an exchange with an existing UAL partner.**

Not all courses at UAL participate in exchange programmes. The first step is to consider the exchange offers linked to your course. Exchanges are based on contractual documents called bilateral agreements. UAL has different types of agreements with partner institutions:

- Erasmus inter-institutional (bilateral) agreements

Erasmus agreements are set up between two European institutions to enable student and staff exchanges. Erasmus agreements are governed by European Commission rules and include Erasmus grants.

- Non Erasmus agreements

UAL has signed other bilateral exchange agreements with non-European universities allowing student or staff exchange.

To get the list of UAL partners for each course, the possible periods of mobility and the application deadlines, there are 2 important sources of information:

[The world map of UAL](#) partner institutions

[The table of exchange opportunities at UAL](#), with periods and deadlines

Find information about your possible destination

- University websites provide the most up-to-date information and should be of help in making your choice.
- [Check Moveon.net](#) for more information on European universities.
- Look up information about the city and what it offers in terms of museums, theatres and what is available nearby.
- Network: seek information from visiting students or returning UAL students about the host institutions.
- [Look at blogs of students](#) currently or previously on exchange (see Annex).
- Seek advice from the Exchange coordinator at your College or from the designated academic for your course (e.g. Course leader). [See contact details below](#).

2. Who can go? Eligibility

To be eligible for an exchange, students must:

- Be registered at UAL at the time of application.
- Be an undergraduate (2nd or 3rd year, not 1st year) or a postgraduate student (up to doctorate) or enrolled in short term higher vocational education (this includes Foundation Degree) at the time of mobility. This will depend on the offer of the course you are attending.
- Undertake full time study at a partner institution for 3 – 12 months (or 1-3 terms).
- Respect the following: The total duration of all Erasmus grants received may not exceed 12 months per study cycle.

1. When can I go? Periods of exchange

1.1. Comparative academic calendars

Academic calendars can be different in each country. Systems of two semesters are out of step with our three terms, but there are not any insurmountable problems associated with this. For details of term/semester dates for Erasmus and International exchange, check the host University website.

- UAL Term Dates
- European Academic year (two Semesters)
First Semester: September/October to the end of January = 14 weeks (e.g. Equivalent to CCW Second Year units 5 & 6)
Second Semester: February to the end of June/July = 14 weeks (e.g. Equivalent to CCW Second Year units 7 & 8)
- Academic year in USA and Canada (two semesters)
First semester: end of August/beginning of September to end of December
Second semester: January to the end of May
- Host universities in the southern hemisphere start their academic year in January

1.2. Periods of mobility by College

The period of exchange study is subject to your College/course policy on exchange arrangements, although most (but not all) Erasmus exchanges occur in the second year of the Bachelor degree.

To get the list of UAL partners for each course, the possible periods of mobility and the application deadlines, there are 2 important sources of information:

[The world map of UAL](#) partner institutions

[The table of exchange opportunities at UAL](#), with periods and deadlines

Chapter 2 - The application process

The application process comprises several stages:

- Considering whether to apply, where and what it entails.
- Application to UAL and selection by the Course leader/Programme director.
- Application to the host university and selection.
- Application for an Erasmus grant (in case of Erasmus exchange).

It is important to start your application as soon as possible in order to have time to discuss with your Course leader/Programme director and to get all the help needed.

Please be aware that your place will not be guaranteed until the end of the process, i.e. until the host institution has confirmed your mobility and you comply with all the visa and financial requirements.

1. Find out the opportunities offered to you

If you are interested in mobility, the first thing is to discuss your plans with academic staff, including designated academic for your course (e.g. Course leader), and get their approval in principle. You can also contact your College international office for help. See [Chapter 1](#) for more information.

You need to decide where you will apply to go. Check and research the exchange offers, look at the partner institution and get as much information as possible before completing your UAL Exchange Application Form.

2. Apply to UAL

2.1. Complete a [UAL Exchange Application Form online](#)

To complete this application, you will need:

- A Personal statement written in English, 500 words maximum (setting out the reasons, choice of destination, expected benefits and any other relevant factors such as work experience, etc.)
- Curriculum Vitae
- Your last Transcript of Records

- A portfolio, if required (see more details below)
- Language test, results (if required by the partner institution)
- Your passport or ID
- An ID photograph

Getting your portfolio ready

Some Colleges require you to submit a portfolio for review by the designated academics. The work you include should show breadth and demonstrate your creative thinking and personal research, progressing through stages to a finished piece.

Each image should be captioned with an appropriate title/project description, date, size of work, materials used.

Portfolios are too big to be uploaded via the application form but you will be able to indicate a link where they can be viewed and downloaded (the online application contains a specific field to this effect). Please follow the instructions below:

CSM and LCF (School of Design & Technology and School of Media and Communication only): The portfolio should be made up of 20-25 images. You will need to use an online sharing service and indicate the link where your portfolio is (for instance click on "Get link" if using dropbox).

CCW: The portfolio should make a focused selection of your work in 10-12 slides. Please use Flickr for images and Vimeo for all film clips and indicate the link on the online application.

LCC: no portfolio is required at this stage but you will need to submit a portfolio later on if you are nominated for the exchange (and doing a practice-based subject). Please type 'no portfolio required' in the portfolio field in the online application.

Deadlines

The deadlines for the application vary according to each College and each Course. Please note that these are the deadlines to submit your UAL exchange application form online. You should start the process much earlier in order to have time to discuss with the designated academic for your course (e.g. Course leader) and to get help for your application. Don't wait until the last moment! No late application will be accepted.

Please check the deadline for your course in the [Table of exchange opportunities at UAL](#).

2.2. UAL selection

Erasmus and International exchanges are not guaranteed. It is a competitive process and places at host institutions are limited. Also, bear in mind that you will need to successfully pass the assessments at the end of the year you are currently enrolled in to be able to participate in an exchange during the following year.

Students will be selected by the designated academic, based on their UAL Application file. All elements included in your UAL Application file will be taken into consideration: personal statement, academic results, language proficiency (if required), portfolio (for CCW, CSM and LCF School of Design & Technology and School of Media and Communication only), oral presentation (LCF School of Management & Science only).

Note on Language requirements. Adequate level in the language of the host country will always be beneficial to your stay. Nevertheless, UAL has many partners where courses are taught in English and where a second language is not requested. To check whether a host institution requires language proficiency or test results, you can go to the institution's website or check on our [map of partners](#). When clicking on a partner, you will most often find information on language requirements.

Balance between outgoing and incoming students. All exchange places are subject to an agreed balance of exchanging students between the home and host institution. If there are too many applicants for a particular destination, the designated academic for your course (Course leader, Programme Director, etc.) will be asked to decide who is likely to benefit most from the exchange. If you are willing to consider an alternative, some Colleges might be able to offer you another destination.

Following the process described above, selection results will be announced to all students who applied. If they have made several choices, selected students will be told which their proposed host institution is. Students will need to send their **letter of acceptance** within 1 week of receiving it.

Please note that at this stage, you still do NOT have a guaranteed place on an exchange as your application now needs to be accepted by the host university. The UAL Application file seeks to secure approval of your application and intended study area from the designated academic for your course to proceed with a formal exchange application to **ONE** of your chosen host institutions, the outcome of which will be subject to their final decision.

3. Apply to the host university

If you have been selected by UAL, you now need to formally apply to the host university. This may include: an application form, transcripts of your first year (to date), letter of motivation, reference from your tutor, a CV, a portfolio ([see above](#)), etc. **Please carefully check the host institution's website to know their application process.**

You can also check our [map of partners](#). When clicking on a partner, you might find information on requirements (language proficiency, etc.).

It is the student's responsibility to check the application requirements of the host university and to thoroughly follow all the requirements.

The host university will inform you on the selection results, or UAL may tell you directly what the host university's decision is. If you have been selected, you will need to send your **letter of acceptance** within 1 week.

If you have been selected, you are now guaranteed a place on an **exchange, provided that you follow the next steps carefully and provided that you comply with all the visa and financial requirements** (especially for non-EU students and non-Erasmus exchanges).

4. Erasmus exchanges: Erasmus grant application and Learning Agreement

This section is only for Erasmus exchanges

Students who have been selected by UAL and by the host university now need to fill in the Erasmus grant application. This is an essential document to be able to receive Erasmus funding. Please see below for [more information on the Erasmus grants](#).

You need to complete the Erasmus grant application online (the link will be sent to the selected students only)

To complete this application, you will first need to download the Learning Agreement for Erasmus Studies, get the required signatures and upload the signed document when completing the grant application.

Learning Agreement. It is vitally important that you first discuss the courses you will be taking with the host institution and your Course Leader. You need to download the [Learning Agreement](#), complete it, sign it and get it signed and stamped by the designated academic for your course at UAL (Course leader, etc.) and the host university. Once your Learning Agreement is signed by 3 parties, you will have to upload it when you complete the online Erasmus grant application.

Important note on your Learning Agreement. The designated academic for your course at UAL (e.g. Course leader) must be satisfied that the programme of study at the host institution will be equivalent and therefore fully recognised by UAL after its successful completion. Your Learning Agreement must be signed by the designated academic for your course and the host university before departure.

When completing your online grant application, you will also need to acknowledge that you have read and agreed with the below:

- [Erasmus Student Statement](#). Download and read this document carefully so that you understand and are fully aware of all the issues outlined there.

Deadline: All Erasmus grant applications have to be completed online (with all documents required) **at least two weeks prior to departure** (you can check term dates on [UAL website here](#)).

The importance of the Erasmus grant application

If you fail to submit a fully completed Erasmus grant application, including your Learning Agreement, on time, your application will not be processed. There are no exceptions. If your exchange is not supported by an Erasmus grant you will be responsible for all financial costs involved in your exchange. To avoid disappointment please note and check the following:

- Students cannot apply for the Erasmus grant retrospectively.
- Grant applications that have missing student details, missing information or missing signatures will not be processed.

5. Non-Erasmus exchanges: Learning Agreement

This section is only for non-Erasmus exchanges

Before a study period abroad, the home institution must be satisfied that the programme of study at the host institution will be equivalent and therefore recognisable by the home institution after successful completion. Therefore, you will need to:

- Download a template [Learning Agreement](#) and complete it with your list of chosen courses
- Have it approved by the designated academic for your course (e.g. Course leader). Please note that for some exchanges, the list of courses has already been defined and you will not have any choice. If you are not sure of the courses to include, you should be able to change your Learning Agreement once you are at your host institution.
- Once your Learning Agreement is signed by yourself and UAL, please send a copy to internationalmobility@arts.ac.uk

Deadline: at least two weeks prior to departure (you can check term dates on [UAL website here](#))

Important note on your Learning Agreement. The designated academic for your course at UAL (e.g. Course leader) must be satisfied that the programme of study at the host institution will be equivalent and therefore fully recognised by UAL after its successful completion. Your Learning Agreement must be signed by the designated academic for your course before departure.

6. Enrol at UAL before your departure

It is very important that you enroll at UAL before you depart. This is particularly important if your exchange is in the autumn term and you leave before the start of your home College academic year. Please consult with your College administration if you have any doubts on the enrolment procedure.

Non enrolled students will not be covered by UAL insurance policy.

You can find [information on enrolment processes on UAL website](#).

Chapter 3 - Useful information to prepare your stay

1. Find out about the country you will be staying in

Find as much information as you can to prepare yourself, talk to other students and be aware of local issues. You will find very useful information on the following websites:

- Travel guides from [ArrivalGuides.com](#). All travel guides are in pdf format, free to download, easy to print and bring along on your placement. These full color travel guides include pictures and travel maps, information boxes with important phone numbers, taxi services and public transportation details.
- Foreign travel advice on <https://www.gov.uk/foreign-travel-advice>
- How to deal with a crisis: <https://www.gov.uk/how-to-deal-with-a-crisis-overseas>

2. Accommodation

It is the students' responsibility to find accommodation in the host country. If your placement provider doesn't provide you accommodation in one of its student residences, then be sure to make your own arrangements before you arrive. Book a hostel or hotel for the first week, which will give you sufficient time to find an apartment or private room for let. Then make enquiries with the host university's Housing Department or ask the International Coordinator for a list of reputable agencies that can assist you with finding accommodation.

DO NOT use lettings agencies that require any type of fee before they provide you with a list of local lettings or find you accommodation.

3. Language skills

Before departure, spend as much time and effort as possible learning your host's language and start as soon as you can. Please click on link for information on [UAL evening courses](#).

Host universities and independent language schools from the corresponding countries may offer intensive language courses especially tailored to the needs of Erasmus/visiting students. For more information, make enquiries with your host institution or the local language schools in the city where your placement will take place.

4. Passport and visa

It is the responsibility of the student to ensure that their travel documents, including passport and visa, are in order and comply with immigration requirements of the host country.

Passport. Make sure you have a passport valid for the entire period of your exchange plus an additional six months after your planned return.

Visa. If you hold a passport outside the European Union, you should check with your Embassy for student study visa requirements.

All USA study exchanges will require you to obtain an F-1 Student Visa. For more information, visit <http://www.usastudentvisa.org/> and <http://london.usembassy.gov/niv/index.html>

Some countries (e.g. USA) require students to complete a declaration of finances, which is verified before they are able to get their visa. For example, the School of Visual Arts (SVA) in New York requires all exchange applicants to demonstrate they have at least 13,000 US\$ available to finance their stay for one semester for visa purposes.

5. Insurance, Health and Safety

UAL Insurance

UAL has a basic insurance policy covering students going abroad but it is not comprehensive. Note in particular that students are not insured for any activity that is not related to their course or the University. It is therefore recommended that students take their own insurance for the period they are abroad.

Prior to travel, all students must read the Travel cover summary which outlines cover and procedures necessary to ensure all medical emergencies are handled smoothly. Remember to always retain invoices/receipts for all expenditure incurred. You will need to produce these to support your claim.

For more information on UAL Insurance, check <http://www.umal.co.uk/umal/travel/>

Please also check [UAL Travel cover summary](#).

You will find emergency contact information at UAL in section 9 of this document.

Health and safety

- Consider if immunisation is necessary. The decision to get vaccinated is a personal decision and cannot be enforced, however deciding not to be vaccinated when recommended is likely to invalidate health insurance and may restrict travel.
- Take advice from your GP. If you have to take any medication for any ongoing medical condition ensure that you have an ample supply for the entire duration of your trip. This should be split up between your hand luggage and checked-in luggage in case one of your bags is lost. It is recommended that if you have any preexisting medical conditions they should be disclosed to your host institution.
- You are advised to have a dental check before you depart.
- If you would like to discuss any personal issue, don't hesitate to contact [UAL Health & Wellbeing department](#).
- Remember that students going to a non-European country will need to **purchase compulsory health insurance abroad** (e.g. university health insurance plans in the USA).

Follow this link <http://www.fitfortravel.scot.nhs.uk/home.aspx> for more information.

Health and safety rules. You must at all times obey the Health & Safety rules in your host institution, as well as [UAL Health and Safety policy](#).

The foreign and commonwealth office strongly recommend photocopies of passports and other relevant documents are taken and kept separate from the originals.

European Health Insurance Card (EHIC)

The EHIC card is available to Individuals that are UK nationals or who have permanent residency within the UK. Holders of the card are entitled to access state-provided healthcare in all European Economic Area (EEA) countries and Switzerland at a reduced cost or sometimes free of charge. The EHIC link provides further details about the level of cover that is provided: <https://www.ehic.org.uk/Internet/home.do>

The EHIC is NOT an alternative to travel insurance. It will not cover any private medical healthcare or the cost of things such as mountain rescue in ski resorts, repatriation to the UK or lost or stolen property. You should also be aware that these cards expire – they are valid for 5 years so you should check that if you have one it is still valid.

Students who are not UK nationals or who do not have permanent residency but are from a country within the European Economic Area should consult with their embassies to see if they can obtain such a document.

6. Possible academic work required for UAL while away

Because your stay in your host university might not exactly match UAL's course calendar, you might be required to produce some work for UAL while you are away. Please check with the designated academic for your course if you'll need to submit any written work while abroad.

If work is required for UAL while abroad, students will be asked to sign a document where they commit themselves to the work within the deadlines and achieve the required learning outcomes. In some courses, you will be required to [keep a blog](#) while abroad.

1. Camberwell

Check whether you will be missing introductions or lead up units to your third year Context Unit 9 (Dissertation, Live Project or Work Placement).

2. Wimbledon

A specific Erasmus Unit is in place and Fine Art students should look at Unit 7b International Exchange and PPD in the handbook for details. Students remaining at WCA will gain the same number of credits for the same period. Unit 8 (20 credits) is the Describe, Analyse, Situate: Critical Practice for Fine Art Unit which goes through the whole academic year. All the lectures will take place in the autumn term and end with an essay briefing session. Exchange students write their essay while away on exchange. You are advised to take with your key publications necessary for your essay as these may not be available abroad. Ideally you should make your essay and research relevant to the place you are visiting. The course plan for Theatre School students is broadly similar, but Theatre students must consult their Pathway Leaders regarding start and end dates for exchange as well as assessments dates and whether you need to return or can send work in to get your credits.

Public presentation. It is a requirement of the Fine Art 40 credit (Unit 7b) International Exchange and PPD unit that you will give a public presentation of your work during your exchange. This could take a number of forms (group exhibition, solo show, performance event, talk etc.) and it is up to you to decide what is most appropriate and to organise your presentation and document it. Your plans for your presentation and its format should be discussed with your studio tutor well before you leave.

3. Chelsea

Unit 8 Theoretical Contexts. Deadlines for essays and the thesis proposal, apply equally to students on exchange. Essays should be submitted by the 12 noon deadline on specified submission dates by email to Noreen Noonan (Administrator) n.noonan@chelsea.arts.ac.uk, cc to z.townsend@chelsea.arts.ac.uk (Senior Administrator) or by recorded delivery to: Zoe

Townsend, Senior Administrator (Academic Services), Chelsea College of Art and Design, University of the Arts, London, 16 John Islip Street London SW1P 4JU

Unit 6 and 7 Studio Practice: Contextualisation. An exchange study period neither advantages nor disadvantages a student's progress on the course. Arrangement for submission for stage two unit assessments in the summer term will be negotiated prior to departure.

4. LCF

Please check with the designated academics for your course if you need to some work for LCF while abroad.

5. LCC

You might need to do some work related to the year-long unit "Contextual studies" while in your host university. Please contact your course leader to understand written assignments and deadlines.

7. Keeping a blog

During your exchange, you are exploring the many aspects of cultural influence that your placement offers to you to broaden your research both in practical terms and in relation to critical and professional contexts. The journey of your exploration can be regularly recorded and reflected upon in written and visual formats on your blog site.

In some courses, keeping a blog is a requirement. If keeping a blog is a requirement, the blog will form part of the assessment evidence once you have finished the exchange, accompanied by a 500 to 700 word evaluation of your Erasmus Exchange. Talk to the designated academic for your course (e.g. Course leader) about it (for instance, keeping a blog is a requirement in most of CCW courses and is recommended at LCF School of Management and Science and at CSM).

Your blog site address should be given to your tutor and course peers to provide contact and communication whilst on your exchange.

Check the Annex for [more information on documenting your learning and experience using a blog](#) and to look at [UAL blogs archive](#).

8. Enjoy your classes and your stay!

Experience a new culture

Culture Shock is simply a common way to describe the confusing and nervous feelings a person may feel after leaving their own familiar culture to live in a new and different culture. When you move to a new place, you're bound to face a lot of changes. At the start of your Erasmus placement the language might pose problems and it is frustrating when you cannot express yourself. Please give yourself a few weeks to get adjusted to the new culture & language. This transition can be exciting and stimulating, but it can also be overwhelming. These feelings will pass and below are some tips to make sure your Erasmus placement is the exciting adventure it should be!

Participate actively in your classes

Even though it may be very daunting at first make sure you participate actively in your classes, keep up with all homework/reading and regularly meet with tutors to discuss any problems that arise or questions you may have. Make sure that you know to what extent your attendance will affect your final mark. If it is an important factor in that mark, make sure the lecturer knows who you are and that you are present.

Get involved in university life

Try to get involved with the social aspects of university life while you are on your Erasmus placement. Be friendly and try to make friends with non-Erasmus local students. They will be able to give you the best survival tips and you will probably develop life-long friendships!

Chapter 4 - Important documents during and after your stay

1. The Certificate of Arrival

When you arrive at your host institution, please ask the International/Erasmus coordinator to sign your Arrival Certificate and send it to UAL Mobility Manager (internationalmobility@arts.ac.uk). It should be sent **within two weeks of your arrival**.

You can download a template of the [Certificate of Arrival](#) here.

2. The Learning Agreement

When you arrive, you will enrol and register for your classes, with the help of the Erasmus/International Coordinator, this should be a straight forward process.

It is vitally important that you have any changes to your Learning Agreement done, signed and agreed by all parties:

- Your host university (with signature and stamp)
- Your designated academic at UAL
- Yourself

You must send a scanned copy **within five weeks of your arrival in the host country** to the UAL Mobility Manager (internationalmobility@arts.ac.uk).

You can download a template of the [Learning Agreement for Erasmus Studies](#) and [Non-Erasmus Learning Agreement](#) here.

3. The Certificate of Attendance

Before coming home, you must ask your host university to sign your Certificate of Attendance to verify that you have successfully completed the exchange

You should email or send the Certificate to UAL Mobility Manager (internationalmobility@arts.ac.uk) **within two weeks of your departure from your host institution.**

You can download a template of the [Certificate of Attendance](#) here.

4. The Transcript of Records

UAL Mobility Manager will ask your host university to send your Transcript of Records directly to IRU. This document details the course modules or units you have passed/failed and the grades you obtained. Your transcript must indicate the number of ECTS credits you have achieved.

When UAL receives your transcript of records obtained in your host institution, it will convert the grades obtained into UAL grades. Your credits will thus be fully recognised by UAL and you will be able to progress in your studies.

European Credit Transfer System (ECTS). ECTS is a student-centred system based on the student workload required to achieve the objectives of a study programme with objectives specified in terms of the learning outcomes and competences to be acquired. The ECTS makes study programmes easy to read and compare for all students, local and foreign. It facilitates mobility and academic recognition by helping universities to organise and revise their study programmes. When academic credits awarded by UAL are to be converted to ECTS (and vice-versa), this will be on the basis of **1 UAL credit being equivalent to 0.5 ECTS.**

5. The compulsory EU survey

After you come back, fill in the online EU survey (a link will be sent to you by email at the end of your mobility). This is your chance to tell us what you liked and didn't like about your mobility. Perhaps you experienced difficulties with enrolling for courses at the host university

or finding accommodation. By noting these issues in your report, it will help us to improve the experiences of future students.

This survey is a requirement of the British Council. **Please note that the second installment of your grant will be held back until all forms are returned and the feedback survey has been completed.**

The survey should be completed within two weeks of your departure from your host institution.

Chapter 5 - Finance

It is important that you start thinking ahead of the costs you will incur while you are away on exchange and plan your budget realistically. Plan your finances from the beginning by working out a realistic budget for the money you will need while you are away. Accommodation and living costs abroad may well be lower than here, but you are still likely to need more money as you will want to take advantage of visiting other places of interest in the area.

Some countries (e.g. USA) require students to complete a declaration of finances, which is verified before they are able to get their visa. For example, the School of Visual Arts (SVA) in New York requires all exchange applicants to demonstrate they have at least 13,000 US\$ available to finance their stay for one semester for visa purposes.

1. Tuition fees and other fees

UAL tuition fees. From 2014-15 onwards, the funding of students on an exchange programme abroad will change. You will find full information on UAL tuition fees, including discounted fees for outgoing students, [on our website](#).

You will be exempted from your host university registration fees. Small fees may be charged such as insurance, students union and miscellaneous materials such as photocopying, artists' materials, etc. on the same basis as these are charged to local students.

You might have to pay **other fees**. It is the responsibility of the student to check all extra costs and finance issues related to their host country and host university. You will need to cover all other costs, including travel, subsistence, accommodation, etc. In particular, students going to a non-European country will need to **purchase compulsory health insurance abroad** (e.g. university health insurance plans in the USA).

2. Erasmus grants

Note: more information on funding on the [British Council website](#).

Erasmus grants are funded by the European Commission (EC) through the British Council. Please note that there is no guarantee of payment or automatic entitlement to a grant and there may be situations in which the funding will not be available. Furthermore, the grants will not cover all student living expenses but are a contribution towards the extra costs arising from studying abroad.

2.1. Erasmus grant

Erasmus grants are funded by the European Commission (EC) through the British Council and may apply to Erasmus exchanges.

Please note that there is no guarantee of payment or automatic entitlement to a grant and there may be situations in which the funding will not be available. Furthermore, the grants will not cover all normal student living expenses but are a contribution towards the extra costs arising from studying abroad.

More information on the [British Council website](#).

Types of student mobility grants

You can get different types of grants, according to your situation and to where you will study.

1.1.1 Main Erasmus Grant

For all students, **the main Erasmus grant** will depend on your country of destination

- **GROUP 1 countries (high cost of living).** Monthly grant **€330**. Country: Austria, Denmark, Finland, France, Ireland, Italy, Lichtenstein, Norway , Sweden, UK
- **GROUP 2 countries (medium cost of living).** Monthly grant **€280**. Country: Belgium, Croatia, Cyprus, Czech Republic, Germany, Greece, Iceland, Luxembourg, Netherlands, Portugal, Slovenia, Spain, Turkey
- **GROUP 3 Countries (low cost of living).** Monthly grant **€280**. Country: Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia

1.1.2 Supplement

There is a monthly supplementary grant of **€100** for students from disadvantaged groups for Erasmus studies only.

Erasmus grants for 2016/17

Main Erasmus grant (all students)	Monthly supplement for students from disadvantaged backgrounds
-----------------------------------	----------------------------------------------------------------

GROUP 1: €330/month

Country: Austria, Denmark, Finland, France, Ireland, Italy, Lichtenstein, Norway , Sweden, UK

GROUP 2: €280/month

Country: Belgium, Croatia, Cyprus, Czech Republic, Germany, Greece, Iceland, Luxembourg, Netherlands, Portugal, Slovenia, Spain, Turkey

€100

GROUP 3: €280/month

Country: Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia

2.2. When will I be paid?

The total grant will be paid in two installments:

1. 70% at the start, within 30 days following the signature of the **Grant Agreement for Erasmus+ Studies** by both parties.
2. 30% at the end of the placement, upon successful completion of mobility period: provided you have submitted the Transcript of Records and Certificate of Attendance and have completed the online EU survey (must be done within 30 days from the end date of the mobility period).

We aim for the Finance department to transfer funds within 45 days after all required documents are received. Note that you might not be entitled to this second payment if, after calculation of the exact length of your stay, your first installment represented in fact the entire grant you were entitled to.

1.1. How are payments made?

Payments are made in GBP (pound sterling) by direct bank transfer from UAL to your UK GBP Sterling bank account only, using the bank details you provided in the grant agreement.

1.2. What happens if I cancel my study mobility or return early?

In all cases of cancellation or premature termination any Erasmus grant received must be repaid.

Chapter 6 - Contacts and help

Your College coordinator

For questions on preparing your application, courses, dates, assessment, etc. don't hesitate to contact the following persons at your College.

CCW: ccwstudentexchange@arts.ac.uk

LCC: Monika Schodowska (m.schodowska@lcc.arts.ac.uk)

LCF: (exchanges@fashion.arts.ac.uk)

CSM: Jo Wheeler (j.wheeler@csm.arts.ac.uk), who will refer you to an appropriate administrative contact for your chosen programme

International Relations Unit (IRU) at UAL

For any general query and for questions on inter-institutional agreements, applications, etc, please contact the Mobility Manager and Erasmus Coordinator at UAL International Relations Unit: internationalmobility@arts.ac.uk

Erasmus Finance administrator: Kelsie Williams, erasmusfinance@arts.ac.uk

Designated academics for your course (e.g. Course leader, Programme director, tutor, etc.)

For questions on academic issues.

For insurance issues (emergency only)

Fabiola Zanini, UAL Finance Assistant - Insurance

Email: f.zanini@arts.ac.uk

Tel: 020 7514 8870

Fax: 020 7514 6095

Annex 1 - Keeping a blog

Notes by Pete Maloney.

Pete Maloney teaches on BA Graphic Design Communication, BA and MA Interior and Spatial Design at Chelsea College of Arts. He has exhibited his creative work widely both nationally and internationally. In his teaching practice he specialises in technology-enhanced learning, particularly the use of blogs to develop reflective and autonomous learning.

On the Erasmus exchange you are exploring the many aspects of cultural influence that your placement offers to you to broaden your research both in practical terms and in relation to critical and professional contexts. The journey of your exploration should be regularly recorded and reflected upon in written and visual formats on your blog site.

Set up your Blog site address before you depart. Your blog site address should also be given to your tutor and course peers to provide contact and communication whilst on your exchange.

Introduction

You are about to embark on your Erasmus Exchange. Some of you are required to keep a blog to document your time on the exchange as one of the teaching and learning methods (in that case, the blog will also form part of the assessment evidence once you have finished the exchange). Some of you may already have a blog and be familiar with the process. This document is intended as a beginner's guide in which case some of it may be obvious to you. We will look at how blogging can be useful for you as a learning experience - to help develop reflective and self-directed study. Finally there are some guidelines about how to go about using your blog once you are up and running.

1. What is a blog?

- A blog (a portmanteau of the term "web log") is a form of social networking software usually kept by an individual or a group, they have been around since about 2003-4.
- A typical blog combines text, images, and links to other blogs, Web pages, and other media related to its topic. Readers can leave comments in an interactive format.
- As of December 2007, blog search engine Technorati was tracking more than 112,000,000 blogs.

How do Blogs help with learning?

Blogs encourage reflection

- Self-reflection is an important aspect of learning required by students at undergraduate level. It helps you situate and align your learning against your ambitions and aims. It helps you think about what you have learnt and how you can improve it in the future. As you know, things change quickly in the world of Art and Design, as well as vocational skills, you will also need 'higher order' skills such as reflection to enable you to become a critical and adaptable practitioner.
- It is a meta-cognitive skill effectively defined as thinking about thinking or learning how to learn.
- It is a cyclic process of experiential learning devised by Kolb and Fry (1975). Blogs develop the possibilities of reflective practice because you can look at the blogs of others who are carryout the same tasks as you, and who share similar interests in a reflective dialogue (Brockbank and McGill, 1998)

The Reflective Cycle:

> Experiencing > Reflecting > Analysing > Planning >

- Experiencing

Doing the project or activity – your practice

This can be called 'thinking in action'

- Reflecting

Thinking about the activity you have done – asking questions

This can be called 'thinking on action'

- Analysing

Answering the questions and analyzing them to decide how to move forward

- Planning

Organising further activity, events or experiences (return to the beginning of the cycle)

This can be called 'thinking for action'

Examples of Reflective Questioning:

The act of reflection is based on asking questions about what you do in order to learn more about how you learn, some examples are:

- How did it go? – Describe what happened.
- How did I feel about it?

- What went well and why?
- What did I find difficult and why?
- What could I have done better?
- What was easy and why?
- What did I learn?
- When and how did I learn it?
- How could I learn more?
- What feedback did I get and how did it help me?
- Who did well that day, why did I like what they did, what can I take from this?
- How could I improve next time?

The benefits of keeping a blog:

Blogs ask you to be explicit

- Blogs are like a journal or a diary they encourage you to write down your experiences, in effect making them explicit (clearly expressed rather than merely implied).
- Writing is a very important part of reflection – it asks you to communicate clearly, but it is not the only way to document reflection.

Blogs ask you to communicate clearly to others

- The act of organising your work to show to, or share with others is in itself a reflective activity.
- On a blog you can use images, video, text and sound to do this.
- If you are dyslexic or perhaps English is not your first language, you can use video or audio to reflect instead or as well as writing.
- The people you communicate with can be anywhere in the world.
- The blog will become a record of your experience and your learning.

Blogs encourage sharing and allow you to be a part of a community wherever you are

- Once you have set up your blog, the address will be put on the Erasmus Blackboard site with the blog addresses of the other students on the Erasmus Exchange programme.
- Wherever you are in the world, you will be able to share experiences, feelings and creative outcomes with your tutors, your fellow students and anyone else you choose.
- You will become part of a community of people who share your interest in the exchange process.
- You can comment on what others have written, and they can do the same for you, so you get feedback as you go along.

2. How to set up a blog?

There are many types of blog. Popular ones are Wordpress, Blogger and Tumblr. Find the one that best suits your style and experience.

For example Blogger is fairly easy to set-up and customise.

1. Go to blogger.com
2. Click on Create Blog or sign in if you already have a blog
(If you already have a blog start a new one specifically for the Erasmus Exchange)
3. Create a Google account
4. Set up your Profile and the details of your blog.
5. Name your blog: www.EEyourinitialandthenyoursurname.blogspot.com
6. Customise your blog layout, features and design.

That's it! You can now create your first post.

Write a short text (no more than 200 words) to describe why you chose to do an Erasmus Exchange, where you are going and what you hope to gain from the experience.**

If you are a first time blogger it is recommended that you view the two Video Tutorials page 3 'BloggerTutorial' and page 4 'Adjusting your Blogger privacy settings' in this folder.

3. Netiquette: Some guidelines for blogging

3.1 Safety First

Blogs are 'in the world'. This is a good thing, but there are things you need to consider.

Don't put personal information on your blog. No Phone Numbers or addresses and definitely no card numbers or passwords. Email addresses should be written me-at-googlemail-dot-com.

3.2 No Flaming

Web history lasts a long time and doesn't go away, write using a balanced critique or argument – if someone posts or comments something you don't like on your blog, have a debate not an argument (respond to the post not the poster)

3.3 Reference the work of others

Just as when you are writing an essay, if you use your blog to research the work of others, you should reference the person who made the work – Include their name and the year the work was made and/or the page of the book etc. Also it is good manners to make a link to the site where you got the information.

This is good practice anyway so you remember who it is and where you got it for future reference. Treat others as you wish to be treated. Honesty is the best policy. If you are interested in collaborative working or means of sharing and distributing information it may well be worth checking copyright issues first, particularly creative commons licenses. <http://creativecommons.org/licenses/>

3.4 Stay Focused

Stick to the subject of your study, try not to go too far off track. This blog is to document your learning. It can be written in a way that suits you, but be aware of the requirements of the elective – consult the handbook and check what you need to evidence in terms of assessment and learning outcomes. Anything beyond that can also go in, such as your research and your practice

3.5 Cross T's Dot I's

Take care with your writing to acknowledge the reader, use proper punctuation and grammar and NO SHOUTING!

3.6 Would you run down the street naked?

If so, ignore this bit, just remember the web is just like the real world, don't post things you don't want others to see – as mentioned, things can stick around and get distributed on the web that you don't wish others like future employers to see (i.e. photos of you running down the street naked)

3.7 Update regularly

Little and often is good and keeps your followers coming back!

Pete Maloney

2010

Annex 2 - Blogs Archive

Camberwell College of Arts

2013

Damaris Dresser Painting Bruxelles <http://da-enbruxelles.tumblr.com/>
Jemma Greenwood Painting UCMadrid <http://www.atswtm.tumblr.com/>
Calum Davies Painting Brera Milano <http://eecdavies.blogspot.co.uk>
Stephanie Haywood Painting Purchase <http://stephhaywood.tumblr.com/>
Ormus Kaija Drawing Leipzig <http://commentariumkunst.blogspot.co.uk/>
Matthew Hindle Graphic Design Willem de Kooning <http://mathewvisitsrotterdam.tumblr.com/>

2012

Timothy Ekins: Offenbach - 3D <http://timothyekins.tumblr.com/>
Rhian Malin: Gothenburg - 3D <http://threedimensionaldesigns.wordpress.com/>
Hiba Ismail: Beaux-Arts de Marseille - Drawing <http://hibaism.wordpress.com/>
Tye Korgaokar: Madrid - Drawing <http://tyekorgaokar.tumblr.com/>
Alejandra Lopez Martinez: Ghent- Drawing <http://meriodejalisco.tumblr.com/>
Oliver Collins: Parsons New York - Graphics <http://ojcollins.tumblr.com/>
Laurence Jordan: Darmstadt - Graphics <http://lagwderasmus.tumblr.com/>
Sylvia Moritz: Parsons New York - Graphics <http://sylviamoritz.tumblr.com/>
Dean Brierley: Madrid - Painting <http://dean-brierley.blogspot.co.uk/>
William Costelloe: Beaux-Arts de Marseille - Painting <http://williamcostelloe.blogspot.com/>
Sophie Giller: Purchase, USA - Painting <http://ilovepeggyguggenheim.tumblr.com/>
Oliver Robertson-Glenn: Leipzig - Painting <http://justonesmallstep.tumblr.com/>
Hannah Giles: Gothenburg - Photography <http://gilesingoteborg.weebly.com/>

2011

Ben Hunter: BA Drawing Madrid <http://benhunterart.blogspot.com/>
Hattie Moore: BA Drawing Madrid <http://hattiemoore.blogspot.com/>
Sara Hall : BA Drawing <http://saralady.tumblr.com/>
Vito Walker: BA Drawing Bergen <http://vitowalker.tumblr.com/>
James Mason: BA Drawing Bergen <http://bergenocide.blogspot.com/>
Rachel Freeman: BA Graphics Porto <http://rachelfreemandiary.tumblr.com/>
Phobebe Argent : BA Graphics FIT New York <http://prkany.tumblr.com/>
Laura Woodroffe: BA Graphics FIT New York <http://laura-innewyork.tumblr.com/>
Thomas Howe : BA Graphics Gothenburg HDK <http://www.tom-howe.com/>
Ritchie Xavier: BA Graphics Darmstadt <http://ritchiexavierdarmstadt.blogspot.com/>
Patrick Lawrie: BA Graphics Gothenburg <http://swedesandsweden.tumblr.com/>
Kate Bailey-Neale: BA Graphics Darmstadt <http://eins-zwei-drei-darmstadt.blogspot.com/>
Livvy farmery: BA Graphics Darmstadt <http://oliviadarmstadt.tumblr.com/>

Oscar Leighton: BA Graphics Willem de Kooning <http://oscarleighton.tumblr.com/>
Peter Hudson: BA Graphics Strasbourg <http://peterdavidhudson.tumblr.com/>
Susan Calvert: BA Illustration Gent <http://scalvert1gent.blogspot.com/>
Vassilis Chroistofi : BA Painting Madrid <http://vassilisc.tumblr.com/>
Janina Paszkowski: BA Painting Madrid <http://ninamadrid2011.blogspot.com/>
Siobhan Auberge: BA Painting Marseille <http://siobhanart.blogspot.com/>
Paul Verheul: BA Painting Marseille <http://marseilleexchange.blogspot.com/>
Hector Collins: BA Painting Leipzig <http://hector-lec.blogspot.com/>
Christopher Thompson :BA Painting Purchase College USA <http://clt1991.blogspot.com/>
Liv Stevens: BA 3D Design Gothenburg HDK <http://liv-stevens.blogspot.com/>
Louis Fry: BA Photography Leipzig <http://louisfry.tumblr.com/>

2010

Saana linna, 3d design, Willem de Kooning Academy <http://eeslinna.blogspot.com/>
Matthew Harding ,Conservation, Brera <http://matthardingconservation.wordpress.com/>
Emily Williams, conservation Brera/Milan <http://emmemariawilliams.blogspot.com/>
Xiaoyi GUconservation Brera/Milan <http://www.xiaoyigoo.com/>
Mulhall meriel, conservation, Brera <http://milanodieci.blogspot.com/>
Enya-erine onah, Drawing, Ghent <http://enyaonah.org/>
Simon Clear , Drawing, Ghent <http://sentfromgent.blogspot.com/>
Heather Firminger, Drawing, Ghent <http://brugespoortstraat.blogspot.com/>
Ella Suzanne Lewis- Williams, Drawing ,Leipzig <http://www.seven-veils.blogspot.com/>
Jack Wolf ,Graphics, Offenbach <http://hellomutterland.blogspot.com/>
Christopher Lacy, Graphics, Offenbach <http://christopher-lacy.blogspot.com/>
Sandra Berghianu, Graphics Willem de Kooning <http://sberghianu.blogspot.com/>
Theo keane ,painting, madrid <http://theokeane.wordpress.com/>
Josh Locksmith ,Sculpture, Madrid <http://joshherasmusmadrid.blogspot.com/>
Zoe Tynan-Campbell,University of Gothenburg HDK Sweden
<http://helloworldborg.blogspot.com/>
Avneet Padda, University of Gothenburg <http://avingothenburg.wordpress.com/>

Camberwell College of Arts – Blogs by Incoming students

Charlene Hall Painting Purchase <http://there-shegoess.tumblr.com/>
Laura Riquelme Painting UCMadrid <http://lauriciasinlondon.blogspot.co.uk/>
Edna Martinez Photography Leipzig <http://warpedpoetry.wordpress.com/>
Hilde Gahlen illustration Leipzig http://yesute.tumblr.com
Anna Lena Voss Graphic Design Darmstadt <http://annaexploreslondon.tumblr.com/>
Dana Braeken Graphic Design LUCA <http://braeken.tumblr.com/>

Chelsea College of Arts

2013

Susannah Cohen ISD Bazelel <http://susiecohen.blogspot.com>
Laura Shrimpton Textiles ENSAD - Paris <http://lashrimpinparis.wordpress.com>

Heather Firby Textiles HAMK <http://heatherfirbyfinland.tumblr.com/>
Rianna Norbert-David Textiles FIT <http://pitiifi.wordpress.com/>
Akshitha Victor Graphics F.I.T <http://theoneinnewyork.tumblr.com/>
Irina Wang Graphics F.I.T <http://irinagdc.wordpress.com>
Alice Blackwell .Madrid Fine Art <http://aliceashby.tumblr.com/>

2012

Billy Osbourne: FIT USA - Graphics <http://billynewyork.wordpress.com/>
Leonora Gray: Escola d'Art i i Superior de Disseny DEIA - ISD
<http://leonoragray.blogspot.com/>
Ella Stone: Willem de Kooning - ISD <http://rotthedam.tumblr.com/>
Lucy Wills-Wright: Konstfack - ISD <http://tothenorr.wordpress.com/>
Sara Aghataher: ENSAD - Textiles <http://knit-happeniz.blogspot.co.uk/>
Ching Cheng: Boras - Textiles <http://www.soiresearch.wordpress.com/>
Miriam Forster: HANK - Textiles <http://mforster-chelsea.tumblr.com/>
Irene Hsu: ENSCI Paris - Textiles <http://constantleak.blogspot.co.uk/>
Vanessa Kureya: FIT USA - Textiles <http://wheninnewyork.tumblr.com/>
Wasabii,Sze Min Ng: Rhode Island USA - Textiles <http://thecatandthewalrus.tumblr.com/>
Catherine Palmer: Berlin Weissensee - Textiles <http://berlinexchange2012.blogspot.co.uk/>
<http://englischberliner.blogspot.co.uk/>
Yangyang Zhang: Parsons USA - Textiles <http://www.wildzyy.blogspot.co.uk/>

2012 Fine Art

Mia Struve: Villa Arson <http://frauleinjulie.blogspot.com/>
Camille Johnston: <http://journeytotheice.tumblr.com/>
Felicity Barrow: Iceland Academy of the Arts <http://crossingthetundra.blogspot.com/>
William Phong Ly: Emily Carr <http://williamphongly.blogspot.com/>
Sarah Jones:Emily Carr <http://sarah-canadaeh.tumblr.com/>
Rose Bell: Emily Carr <http://www.rmwbell.tumblr.com/>
Olivia Lewis: San Francisco Art Institute <http://livsanfran.tumblr.com/>
Abigail Booth: San Francisco Art Institute <http://www.abigail-booth.blogspot.com/>

2012 Textile

Sophie Louise Hurley-Walker Textiles ENSAD.Paris <http://maaventureaparis.blogspot.com/>

2010 Fine Art

Hero Dalrymple <http://eehdalrymple.blogspot.com/>
Sean Hedman <http://eeshedman.blogspot.com/>

2010 Textiles

Rhona Dalling <http://eerdalling.blogspot.com/>
Gabrielle Roads <http://nycgabrielle.blogspot.com/>
Emily Scott <http://scottstateside.blogspot.com/>
Lu Yang – New York <http://eelyang.blogbus.com/>

Phoebe Bailey - Berlin <http://pberliner.blogspot.com/>
Sophie Fairbairn <http://eesfairbairn@blogspot.com/>
Emma Allen <http://eeeallen.blogspot.com/>

2010 GDC

Cornelia Temple-Richards <http://www.nyctr.wordpress.com/>
Laura Jacobs GDC <http://iseenyc.wordpress.com/>

2010 ISD

Benedict Hugh Fitzgerald Day - Istituto Europeo di Design, Rome
<http://3100daisy.wordpress.com/>
Rebecca Jordan - Istituto Europeo di Design, Barcelona <http://beccajee.blogspot.com/>
Karen Tatiana Pulido Anzola - Escola d'Art i i Superior de Disseny DEIA-BARCELONA
<http://karenbarcelonaexchange.wordpress.com/>
Malgorzata Pater - Escola d'Art i Superior de Disseny DEIA-BARCELONA
<http://mpisd.wordpress.com/>
Veronica Davis - Unitec New Zealand - <http://veronicanz.wordpress.com/>
Emily Louise Howe - Istituto Europeo di Design, Barcelona
<http://exchangeelectivebarcelona.blogspot.com/>

Chelsea College of Arts – Blogs by incoming students

Theresa Baumgartner Fine Art Weissensee <http://theresa-baumgartner.tumblr.com/>
Gyori Blanka Fine Art Budapest <http://blankaonerasmus.blogspot.hu/> <http://szosz-blan.blogspot.hu/>
Luis Manuel Abajo Fine Art UCMadrid <http://artworldlondon.blogspot.co.uk/>
Kajsa Eriksson ISD Gothenburg www.ccadspace.tumblr.com/
Celia Mascaró Alvarez ISD Deia <http://celiaerasmusexchange.blogspot.co.uk/>
Nicole Garcia Graphics F.I.T <http://cgarcia1892.wordpress.com>

Wimbledon College of Arts

2013

Naomi Atkinson: Fine Art Madrid <http://tangeriines.tumblr.com/>
<http://natkinson.wordpress.com/>

Imogen Parry Painting HFBK <http://iparry1.tumblr.com/>

2012

Laura Mudge: Painting , Toulouse <http://lauramudgeintoulouse.wordpress.com/>
Jessica Manley: Sculpture, Bologna <http://jessicahmanley.wordpress.com/>
Sheung Yan Wong: Painting, University of applied Arts Vienna
<http://mokasheungyan.blogspot.com/>
Viviane Chen: Dresden, Costume Design <http://whenvivianeisindresden.blogspot.com>
Rafael Jakimiuk: Milan, Theatre Design <http://milanobrera.blogspot.it/>

2011 -2012

Caroline Akselson: BA Costume Interpretation NIDA Sydney Australia <http://caroline-acrosstheplanet.blogspot.com/>

Ines Pasch: BA Fine Art University Complutense de Madrid <http://ines-ybarra.blogspot.com>

Faith Pollington, Fine Art Painting ,Universidad Complutense de Madrid: SPAIN
<http://eefp.tumblr.com>

Dominic Head, Fine Art Painting ,Universidad Complutense de Madrid: SPAIN
<http://runninginsquares.wordpress.com/>

Catherine O'Carroll, Fine Art Painting, Brera: MILAN, ITALY
<http://catocarroll.wordpress.com/%20>

Meng Chen, Fine Art Painting, Brera: MILAN, ITALY
<http://www.mengmengchen18.blogspot.com/>

Laura Ribbons, Fine Art Painting, Toulouse :FRANCE <http://lauras-toulouse-experience.blogspot.com/>

Andrea Marcario, Fine Art Sculpture, Vienna : AUSTRIA
<http://andiepandyland.wordpress.com/>

Linda Krefft. Fine Art PTBM, HAW Hamburg, GERMANY
<http://lindaonerasmus.blogspot.com/>

Annex 3 – Documents to download

All the following documents can be downloaded on our website:

- [Learning Agreement for Erasmus Studies \(and changes\)](#)
- [Non-Erasmus Learning Agreement \(and changes\)](#)
- [Certificate of Arrival](#)
- [Certificate of Attendance](#)